

# Moodle Handout

## 1. Create an Account

**Returning to this web site?**  
Login here using your username and password  
(Cookies must be enabled in your browser) ⓘ  
Username   
Password    

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Some courses may allow guest access  
  

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Forgotten your username or password?

**Is this your first time here?**  
Hi! For full access to courses you'll need to take a minute to create a new account for yourself on this web site. Each of the individual courses may also have a one-time "enrolment key", which you won't need until later. Here are the steps:  

1. Fill out the [New Account](#) form with your details.
2. An email will be immediately sent to your email address.
3. Read your email, and click on the web link it contains.
4. Your account will be confirmed and you will be logged in.
5. Now, select the course you want to participate in.
6. If you are prompted for an "enrolment key" - use the one that your teacher has given you. This will "enrol" you in the course.
7. You can now access the full course. From now on you will only need to enter your personal username and password (in the form on this page) to log in and access any course you have enrolled in.

## 2. New Account Form

**Choose your username and password**  
Username\*   
Password\*  ☐ Unmask

**More details**  
Email address\*   
Email (again)\*   
First name\*   
Surname\*   
City/town\*   
Country\*

There are required fields in this form marked\*.

## 3. Check your email and confirm your Moodle account.

## 4. Once you log in, you will see this screen:

**NineHub.com**  
You are logged in as **Mauli Salang** (Logout)  
English (en)

**ICT**  
Green ICT in education: practical advice from JISC now available - PublicTechnology.net  
Accies edge out ICT in basement battle - Highland News  
Year of ICT and English - The Island (subscription)  
Socitm urges government consideration for 1 billion investment in ... - PublicTechnology.net  
NSW DECC overhauls ICT platform - IT News

**Moodle News**  
Learn how to take Classes Online

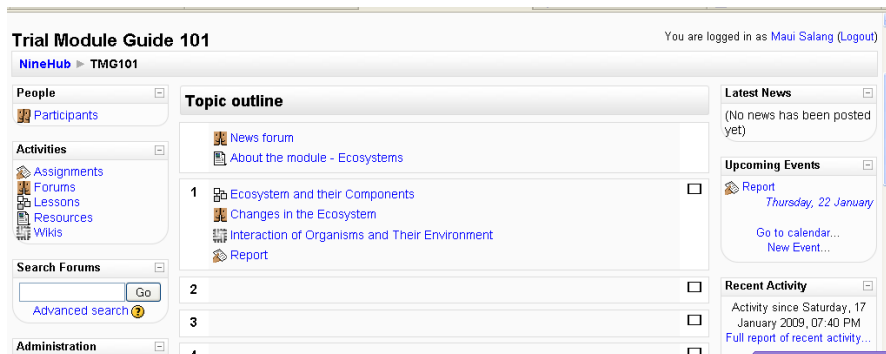
**My courses**  
Trial Module Guide 102  
Teacher: [Lisette Domingo](#)  
Trial Module Guide 101  
This is a trial module guide

**Calendar**  
January 2009  
Sun Mon Tue Wed Thu Fri Sat  
4 5 6 7 8 9 10  
11 12 13 14 15 16 17  
18 19 20 21 22 23 24  
25 26 27 28 29 30 31

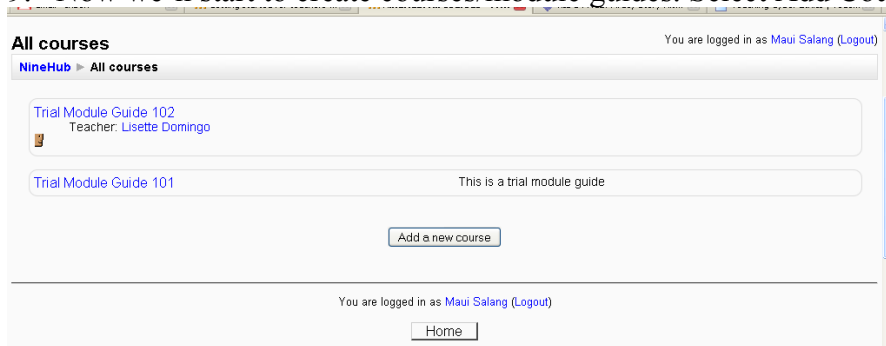
**Search**  
Google Custom Search

## 5. Select any of these courses/module guides by clicking the link.

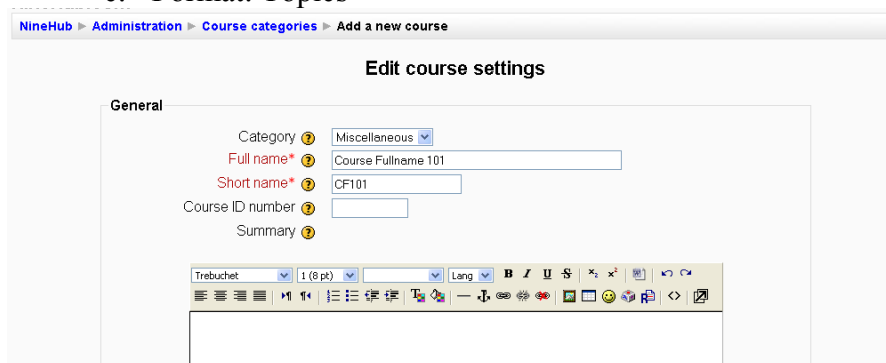
## 6. Enroll in the course. When you are enrolled, you will see this screen:



7. Go through the sample course/module guide. Select the links in the page.
8. Go back to the home screen by clicking NineHub. Select All Courses.
9. Now we'll start to create courses/module guides. Select Add Course.



10. A form on course settings will appear. Change the following items:
  - a. Category: eSkwela
  - b. Full Name and Short Name of the course
  - c. Format: Topics



11. Assign roles in course

Assign roles in Course: CF101 ?		
Roles	Description	Users
Teacher	Teachers can do anything within a course, including changing the activities and grading students.	1 <a href="#">Maui Salang</a>
Non-editing teacher	Non-editing teachers can teach in courses and grade students, but may not alter activities.	0
Student	Students generally have fewer privileges within a course.	0
Guest	Guests have minimal privileges and usually can not enter text anywhere.	0

[Moodle Docs for this page](#)  
 You are logged in as [Maui Salang](#) (Logout)

CF101

The table above lists the roles and the corresponding users in each role. You may opt to add users in each of the roles.

## 12. The course site/module guide site page looks like this:

New Course You are logged in as Admin User (Logout)

Demo Site » CF101 Turn editing off Turn student view on

**People**  
 Participants  
**Activities**  
 Forums  
**Search Forums**  
 Advanced search  
**Administration**  
 Courses  
 New Course  
 Moodle Features  
 Demo  
 All courses...

**Topic outline**  
 News forum  
 Add a resource... Add an activity...  
 1 Add a resource... Add an activity...  
 2 Add a resource... Add an activity...  
 3 Add a resource... Add an activity...


**Latest News**  
 Add a new topic...  
 (No news has been posted yet)  
**Upcoming Events**  
 Recent Activity  
 Activity since Saturday, 2 September 2006, 12:27 AM  
 Full report of recent activity...  
 Nothing new since your last login  
**Blocks**  
 Add...

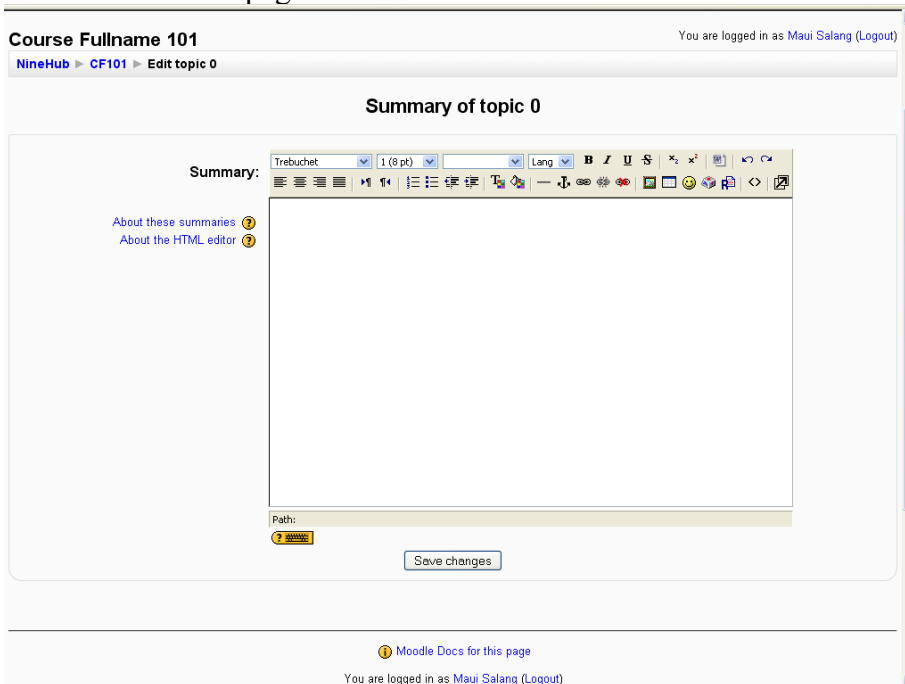
## 13. Make sure you Turn Editing On. This will enable you to add or alter activities or resources in the course/module guide.

When editing has been turned on, a variety of editing icons appear next to all editable objects in the course. Below is a brief list of common icons.

Icon	Effect	Icon	Effect	Icon	Effect	Icon	Effect
	Edit item		Close/Hide item		Delete/Remove		Move (up/down)
	See all weeks/topics		Open/Show Item		Indent/shift right		Move here
	See one week/topic		Help				Make Current (highlight) week/topic

*TIP:* Some icons toggle (\*). For example, the open eye indicates that the resource is visible to students, while clicking it changes it to a closed eye, making it invisible to students.

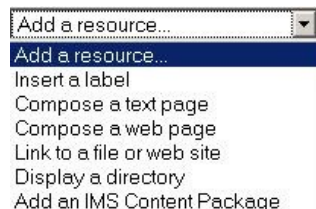
14. To add the guide to the module, select the edit item icon  on top of each topic.  
You will see a page that looks like this:



Here is the page where you will write the guide to the module.

15. To add items to a section, you will use the pull down boxes for activities and resources.

a. Resources



i. Insert a label

1. Choose "Insert a label" from the Add a resource page.
2. Type the lesson as the label. Then click "Save Changes."

ii. Compose a text page

1. Choose "Compose a text page" from the Add a resource page.
2. In the field "**Name**", please enter a descriptive name for your text page.
3. In the field "**Summary**", you can provide a few sentences about the content of your document. This will help your students to decide, if the document is actually relevant for them. For the "Summary", you can use the editor, which again will allow you to format your text as needed. Your summary will be presented under the list of resources.
4. "**Full text**" is the area where you type or paste your text (or HTML code).

5. There are several additional settings that will determine how your resources will later on be opened and they will be visible.

Window: [Hide settings](#) ⓘ

☒ **Same window** Display this resource within the current window

☐ Show the course blocks

☐ **New window** Display this resource in a new popup window

☒ Allow the window to be resized

☒ Allow the window to be scrolled

☒ Show the directory links

☒ Show the location bar

☒ Show the menu bar

☒ Show the toolbar

☒ Show the status bar

620 Default window width (in pixels)

450 Default window height (in pixels)

Visible: Show ▼

Show

Hide

[Save changes](#)

If you choose "**Same Window**" your resource will replace the content that displayed in this window before. This may be confusing for learners. We suggest to open the resources in a new window as outlined below.

If you choose the option "**New window**" your resource will open in a pop-up window in the standard pop-up size of 620x450. You can change the size below.

Be sure to inform your students about the use of pop-ups. They will need to de-activate their pop-up blocker for this site. Otherwise your documents will not display.

The "**Visibility**" pull down menu offers you two more options:

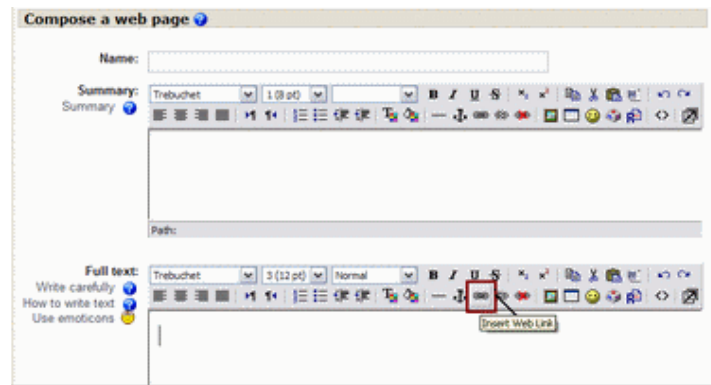
- Show
- Hide

This provides you with the option of offering an already existing resource for example at a later date.

You can try these settings: just change your role to student to see which entries will be visible or not.

In the end, please "Save changes" to save and return to the previous view.

- iii. Compose a web page
1. Choose "Compose a web page" from the Add a resource page.
  2. After selection, you will see the following window:



[Text page with editor]

Here you can edit your text in the **WYSIWYG** (What-you-see-is-what-you-get) editor window.

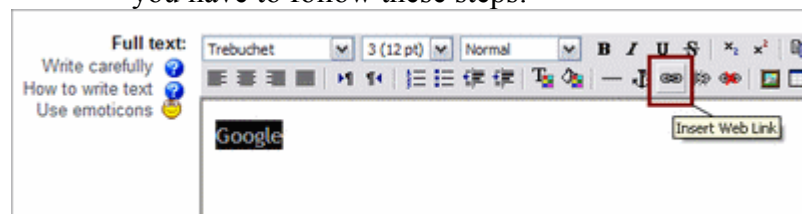
If you use this tool, you will be able to format your text very easily and **to include images and hyperlinks**.

**"Save changes"** will always save your settings and return you to the previous view.

On the previous screen we will show you how to **insert a Web Link** to your text page.

#### iv. Insert web link

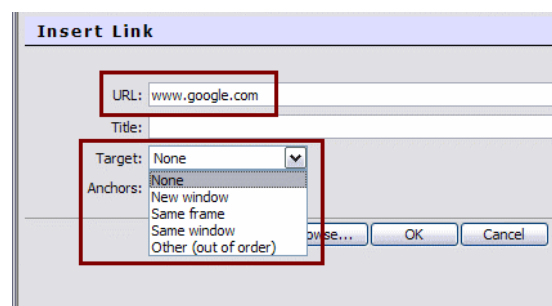
If you want to **insert a hyperlink / link to a web page**, you have to follow these steps:



[Links in text page]

1. **Select the word/sentence** you want to use as hyperlink.  
(In our example, it's "Google")
2. Click on the icon **"Insert Web Link"**

**The following pop-up will now appear:**



[Insert Link]

3. in this new pop-up window, please **enter the URL** of the hyperlink you want to use (in our case [www. google.com](http://www.google.com))
4. Choose your "**Target**". This is the window in which the web site will be displaying.

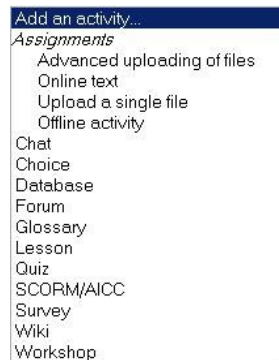
Click "**OK**" to save your settings.

5. We suggest that you choose "**New window**" when linking to web sites outside of your course. For learners, this will show more clearly that this is not your material. At the same time, students can just close this new window, and your moodle course site will be still open underneath. You definitely will reduce the risk of your learners "getting lost in hyperspace".

v. Link to a file (from Files folder)

1. Choose link to a file or website.
2. In the field "Name", add a title
3. In the window "Link to a file or website", click the "Choose or upload a file" button. A new window will pop up with the files area directory structure.
4. On the right side of the files list, you will see a "Choose" link in bold. Click that link. The Files window will close, and the path to the file will be entered into the file name.
5. Click "Save and Return to the Course" button

b. Activities



The activities that will be frequently used are:

**Assignments** – post and submit assignments

**Chat** – for live/synchronous communication

**Forum** – for asynchronous communication

**Lesson** – content of the module guide

**Quiz** – to assess the learning of the module

**Wiki** – webpage that can be used for collaboratively authored projects

i. Adding an Assignment

1. There are several types of assignments:
  - a. *Upload a single file* - This could be a Word document, spreadsheet or anything in digital format. Multiple files may be zipped and then

submitted. After students upload their files, the teacher will be able to open the submission and use the Moodle interface to assign a grade and offer comments as feedback.

- b. *Online text* - students type directly into Moodle, teachers can provide inline feedback.
  - c. *Offline Activity* - teachers provide a description and due date for an assignment outside of Moodle. A grade & feedback can be recorded in Moodle.
2. Choose "Upload a single file" from the Add a resource page.
  3. You may change settings in the assignment page

## ii. Adding a Forum

1. Choose "Forum" from the "Add an Activity" drop-down menu.

[Adding a forum]

2. Before you can activate the forum, you have to decide on some settings:

Provide a "**Forum name**", so students know what the discussion will focus on.

After this, you select from four different "**Forum types**":

**A single simple discussion**  
(for short, single issued to be discussed)



### Q and A forum

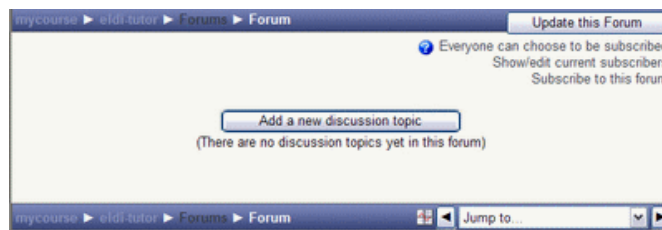
(in this format, an initial forum entry - question - has to be posted before it can be answered, FAQ style)

### Each person posts one discussion

(This will allow all students to open one discussion thread, for example as an assignment)

### Standard forum for general use

(an open forum, where every students can open a new forum any time)



[Standard forum]

In a Standard forum students can "**Add a new discussion topic**", a discussion thread. This way, a lively and multi-level discussion culture can be stimulated.

A screenshot of the 'Additional forum settings' dialog box. It contains several configuration options: 'Force everyone to be subscribed?' with a dropdown menu (currently set to 'No'); 'Read tracking for this forum?' with a dropdown menu (currently set to 'Yes, initially'); 'Maximum attachment size' with a text input field (currently set to '500KB'); 'Allow posts to be rated?' with a checkbox (unchecked) and a 'Use ratings' section; 'Grade' with a dropdown menu (currently set to 'Scale: Getrennte und gemeinsame Art des Wissens??'); 'Restrict ratings to posts with dates in this range' with a checkbox (unchecked) and date pickers for 'From' and 'To'; 'Post threshold for warning' and 'Post threshold for blocking' with text input fields (both set to '0'); 'Time period for blocking' with a dropdown menu (currently set to 'Don't block'); 'Group mode' with a dropdown menu (currently set to 'No groups'); and 'Visible' with a dropdown menu (currently set to 'Show'). At the bottom, there are 'Save changes' and 'Cancel' buttons.

[Additional forum settings]

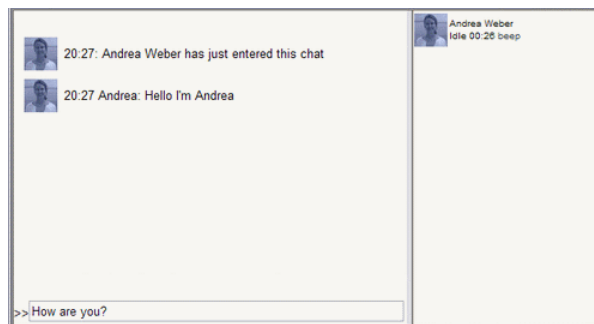
3. Now you can decide on some additional settings concerning **forum entries**, **rating of entries** (for example in evaluating FAQ answers) or **blocking** of the forum. You can also **define groups** for discussion sub groups.

### iii. Adding a Chat

1. Choose “Chat” from the Add an activity page.
2. Now the following window will open:

[Add Chat]

- **Name of the chat room**  
Provide a descriptive name for your chat.
- **Introduction text**  
Provide some information on the expected output of the chat, chat times, chat moderation, etc.
- **Next chat time**  
This will be the date of the first chat.
- **Repeat sessions**  
Set this if you will have regular chats.
- **Save past sessions**  
How long do you want to save chat protocols and make them available for the students to re-read discussions.



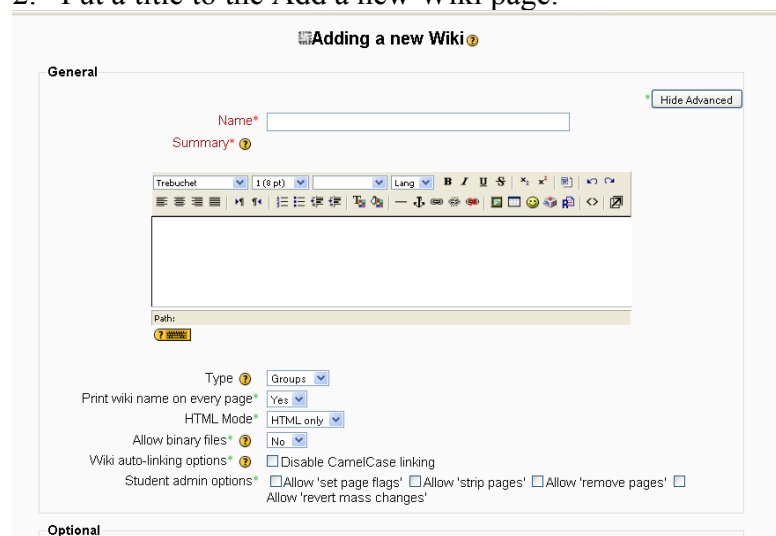
[Chatroom]

Back in the student view, click on "Chat" and you will enter the **Chatroom**:

On the right, you will see the photos and names of all the participants of the chat. On the left, in the bigger window, the chat entries of the participants are being displayed. And in the **textbox** at the bottom you enter your own text to send. Just type a sentence and send it off by hitting the **return key**. Your text will immediately be sent.

iv. Adding a Wiki

1. Choose “Wiki” from the Add an activity page.
2. Put a title to the Add a new Wiki page.



3. In the summary page, add a description of the wiki.

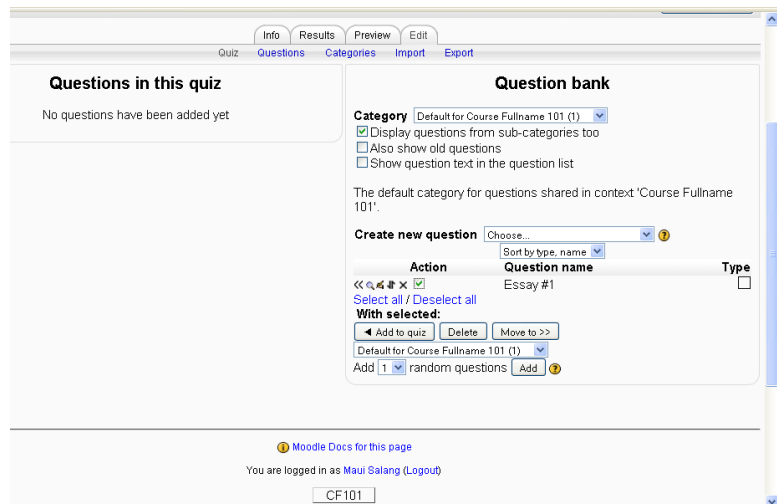
4. Edit a wiki

You will see 4 tabs on the wiki page: View, Edit, Links, and History. For students to be able to edit the wiki, they need to choose the Edit tab.

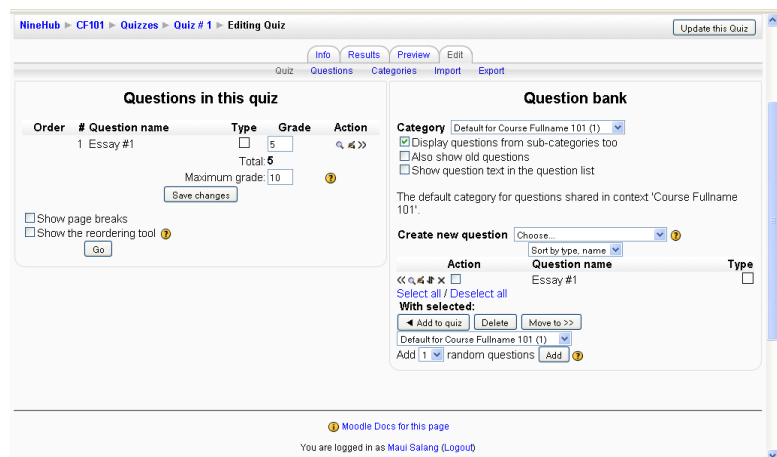
v. Adding a quiz

1. Select Quiz from the drop down Activity menu





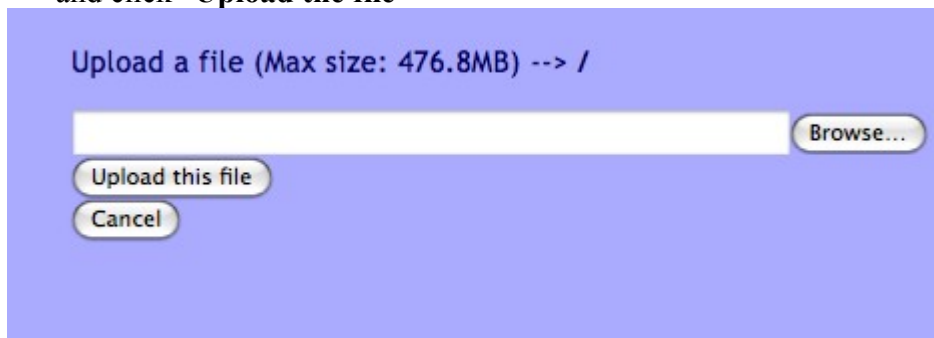
Continue to add questions to the item bank. When you are through, select the questions by ticking the small box beside the question names and select add to quiz.



16. To add files to the **Files** Folder
  - i. Click **Files** on the Administration Box



- ii. On the upload screen, click browse to search for the file you want to upload and click “**Upload the file**”



Upload a file (Max size: 476.8MB) --> /

Browse...

Upload this file

Cancel

- iii. If the file was uploaded successfully, you will be taken to a screen displaying "File Uploaded Successfully"

## References:

1. <http://gc21.inwent.org/ibt/login/GC21/area=module/main/en/style=myso/paint=myso/btn=i50/en/res=ibt%253A%252Fdivision%252Fgc21%252Fsite%252Fmodules%252Fcourse%252Fol-eLDI-08-en/modules/gc21/ol-eLDI-08-en/toolbox/moodle/index.html>
2. [http://docs.moodle.org/en/Getting\\_started\\_for\\_teachers](http://docs.moodle.org/en/Getting_started_for_teachers)